

GUIDE FOR DOD COMPONENTS



AIR FORCE UNIQUE REQUIREMENTS FOR THE MODERN DCPDS

21 November, 2000

CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
INTRODUCTION	3
BUILDING AIR FORCE POSITIONS	4
PROCESSING APPRAISALS	21
PROCESSING DETAILS	24
NOA 900 ACTIONS	28
OTHER AIR FORCE UNIQUE ACTIONS	33

INTRODUCTION

This guide provides Department of Defense (DoD) components specific information on AF requirements regarding position and employee processing in the modern DCPDS. These AF-unique situations include building AF positions, entering appraisal information in AF employees' records, processing details of AF employees to AF positions, and NOA 900 actions.

The guide describes only those entries in flexfields and data fields required for AF-specific use. The Users Guide and other instructional material provided by the Civilian Personnel Management Service (CPMS) gives instructions for other entries.

Information to be entered in some flexfields and data fields will be provided by the AF major command to which the position/ employee is assigned. A list of the commands and action officers is attached to this guide.

This guide should cover all aspects of entries required for AF-unique situations, and the AF major commands should provide all required information; however, if there are situations that cannot be resolved, contact AFPC/DPSIR at 210-565-2250 or DSN 665-2250.

BUILDING AIR FORCE POSITIONS

Questions relating to information contained in this section may be directed to Mr. Butch Hollis, AFPC/DPSIR at DSN 665-2250, Commercial (210) 565-2250, FAX ext. 3216, or Email at Butch.Hollis@afpc.randolph.af.mil

BUILDING AIR FORCE POSITIONS

The AF has some specific requirements for building positions. The following shows examples of what those requirements are and where they should be entered.

FLEXFIELD: *POSITION*

Position: 01-JAN-1996

Dates
From: 01-JAN-1996 To:

Name: AIRFORCE1.MANAGEMENT ANALYST.10383.AFIL.APPR

Organization: 62 MISSION SUPPORT SQ Job: 0343.Management And Pro

Location: 531225053 Status: Valid [5h]

Standard Conditions

Working Hours: Frequency:

Normal Time
Start: End:

Reporting To Validate

Occupancy Event History Quick Copy Others...

Follow the general CPMS instructions on position build.

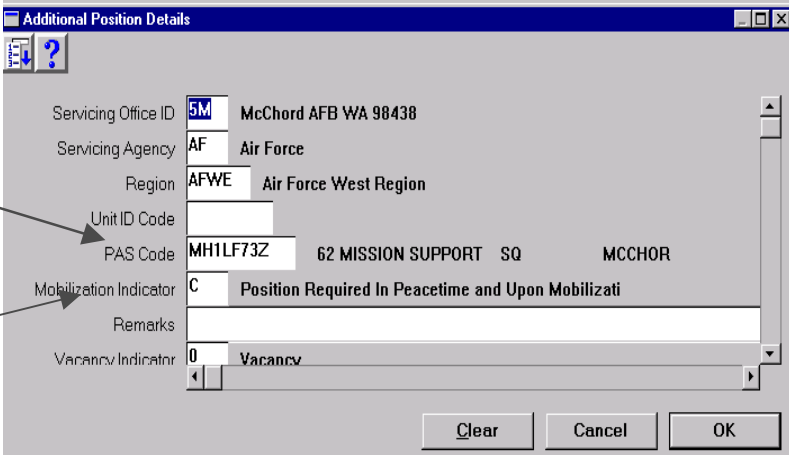
All Air Reserve Technician (ART) positions must have a position number that begins with "7." No other positions, other than Air Reserve Technicians, may begin with "7."

SES positions in the AF have **alphabetic characters** for the first four elements; example: "DFES."

FLEXFIELD: *ADDITIONAL POSITION DETAILS*

Note 1: →

Note 2: →



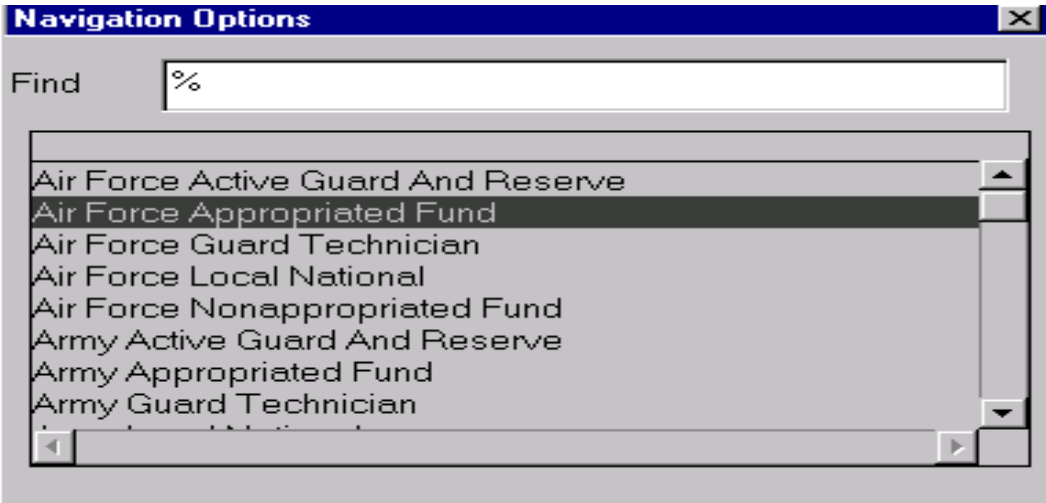
Servicing Office ID	5M	McChord AFB WA 98438
Servicing Agency	AF	Air Force
Region	AFWE	Air Force West Region
Unit ID Code		
PAS Code	MH1LF73Z	62 MISSION SUPPORT SQ MCCHOR
Mobilization Indicator	C	Position Required In Peacetime and Upon Mobilization
Remarks		
Vacancy Indicator	0	Vacancy

Clear Cancel OK

Note 1: Air Force does not use UIC. Instead, "**PAS Code**" must be entered. This is one of the elements that will be provided by the owning major command of the position.

Note 2: Enter "**C**" for "**Mobilization indicator.**" That is the Air Force default for this data field.

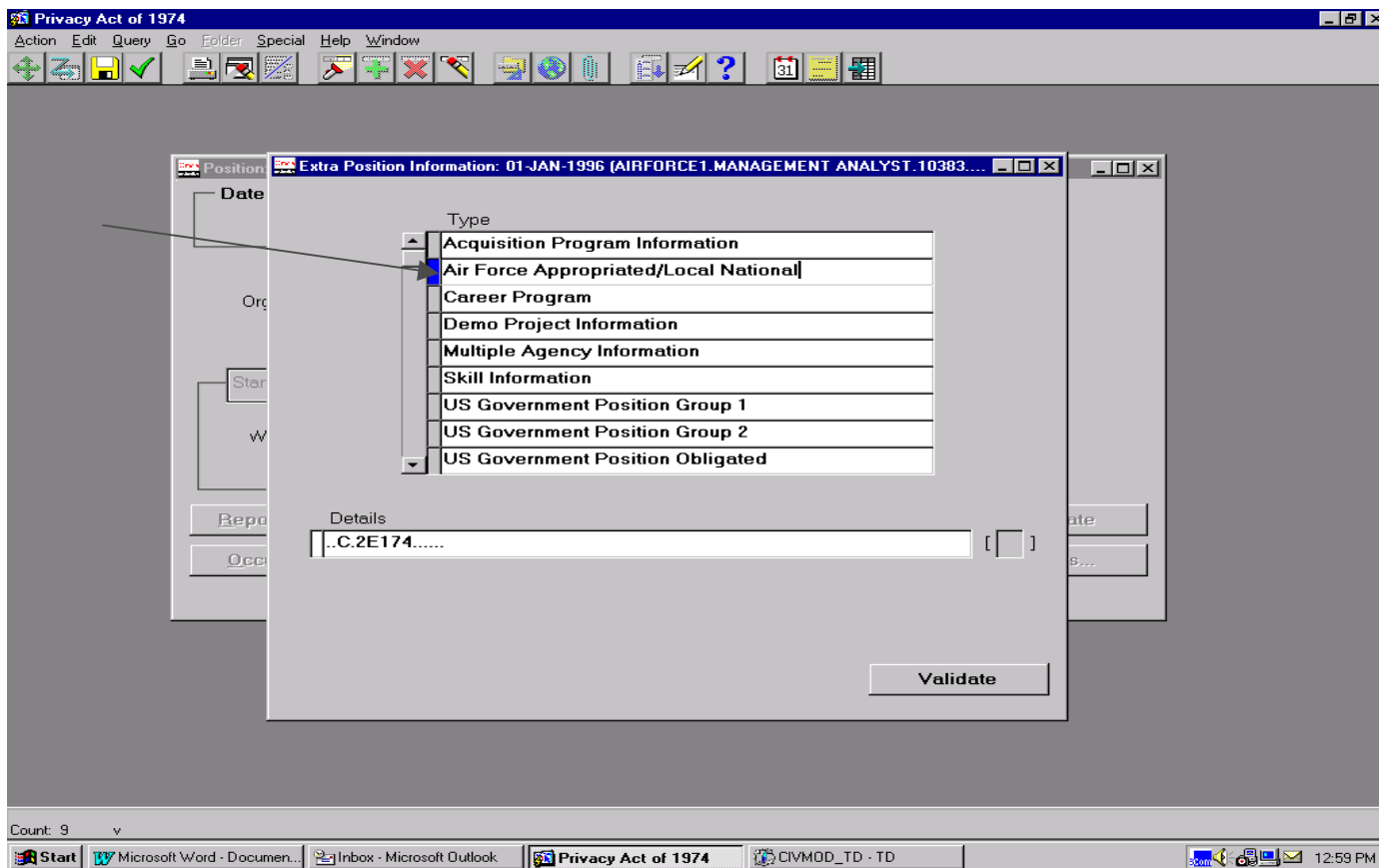
FLEXFIELD: *NAVIGATIONAL OPTIONS*



Find %

- Air Force Active Guard And Reserve
- Air Force Appropriated Fund
- Air Force Guard Technician
- Air Force Local National
- Air Force Nonappropriated Fund
- Army Active Guard And Reserve
- Army Appropriated Fund
- Army Guard Technician

Under **"Other,"** select **"Air Force Appropriated Fund."**
FLEXFIELD: *EXTRA POSITION INFORMATION*



Select **"Air Force Appropriated/Local National."**

FLEXFIELD: *EXTRA POSITION INFORMATION*

The screenshot shows the 'Privacy Act of 1974' application window with the 'Extra Position Information' dialog box open. The dialog box has a title bar with a question mark icon. It contains the following fields:

- Manpower PON
- Manpower Prefix
- AFSC Prefix
- AFSC: 2E174
- SES Precedence Code
- ART ID
- LN Acid Class
- Pin Misclassification (AZ)
- Authorized Long Degree (JA)
- LN Position Title

At the bottom of the dialog box are buttons for 'Clear', 'Cancel', and 'OK'. A 'Validate' button is located at the bottom right of the main application window. Two callout boxes are present:

- Note 1**: Points to the 'AFSC' field.
- Note 2**: Points to the 'ART ID' field.

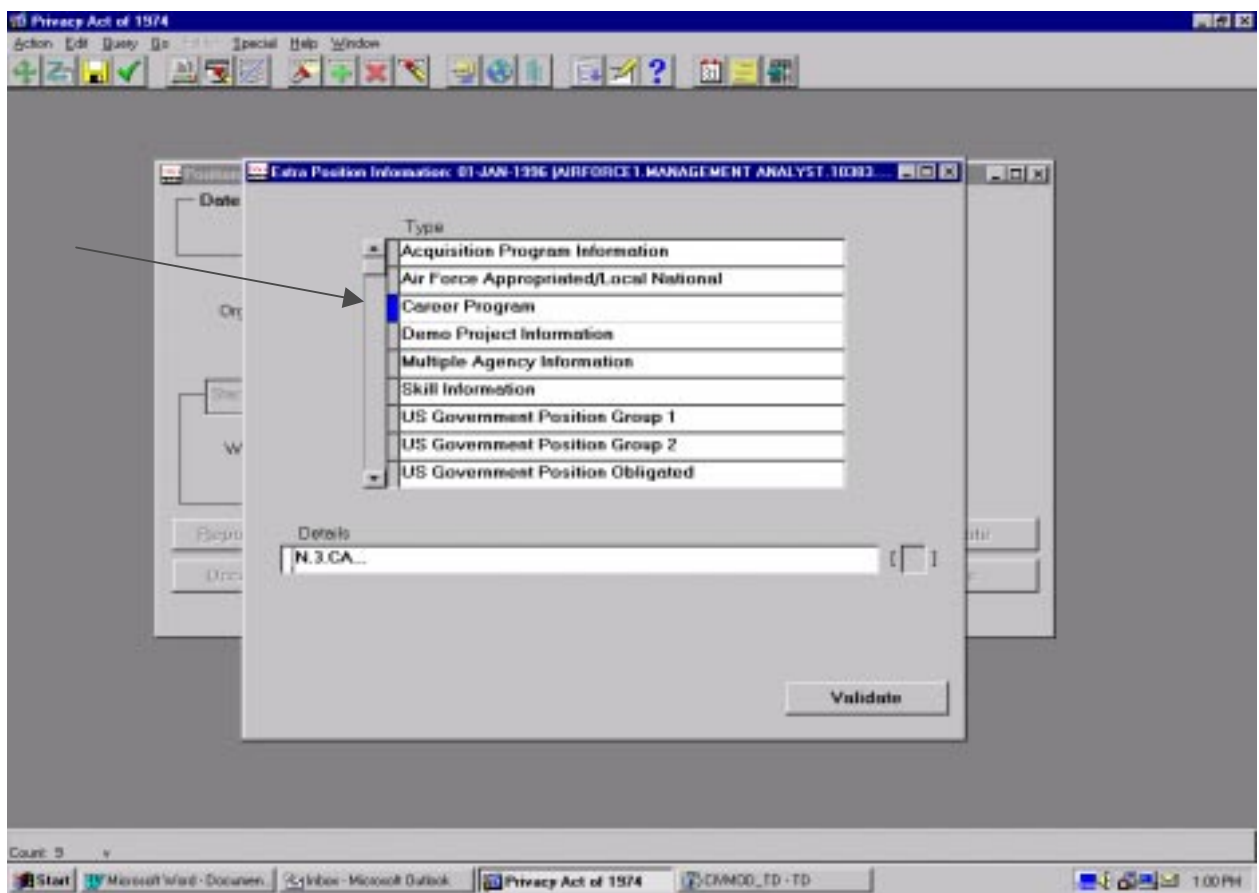
The taskbar at the bottom shows the Start button, Microsoft Word - Document, Symbox - Microsoft Outlook, Privacy Act of 1974, and CN400_ID - ID. The system clock shows 12:59 PM.

Note 1: **"AFSC"** is a mandatory AF entry for all AF positions.

Note 2: If the position is an Air Reserve Technician (ART) position, **"ART ID"** is a mandatory entry.

To build career program positions

FLEXFIELD: EXTRA POSITION INFORMATION



Select **"Career Program."**

FLEXFIELD: *EXTRA POSITION INFORMATION*

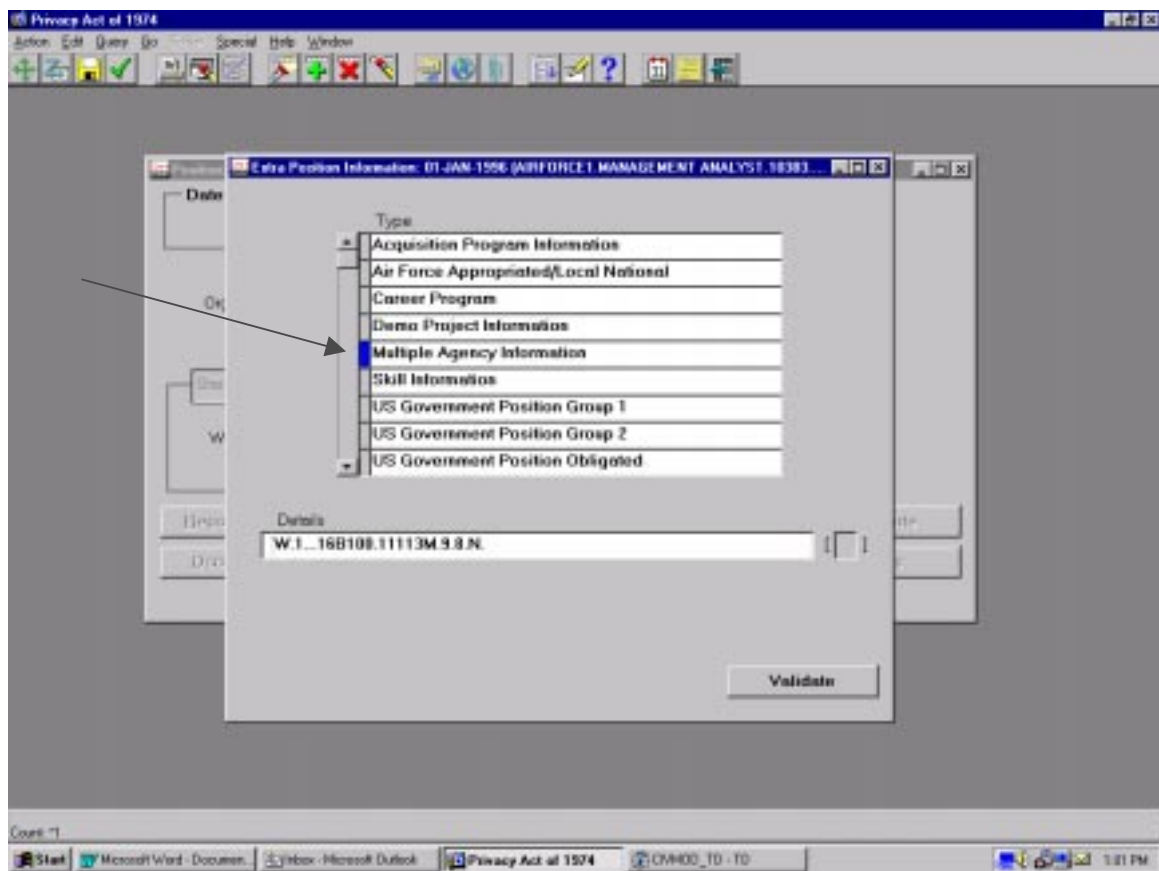
Field	Value
Career Program (AF)	N
Career Program Type (AF)	3
Change Reasons (AF)	CA
Career Field (AR)	
Career Program Code (AR)	
ACTEDS Key Position (AR)	

Option
Logistics
Career Broadening Posn
Change-Reorganization

Buttons: Clear, Cancel, OK

If the position has been designated as a **career program position**, you will be notified by AFPC/DPK (Randolph AFB, TX) with instructions on how to code this information.

FLEXFIELD: *EXTRA POSITION INFORMATION*



Select **"Multiple Agency Information."**

FLEXFIELD: *EXTRA POSITION INFORMATION*

Note 1 points to the **Position Mgt Review Status** field, which is set to **W**.

Note 2 points to the **Payroll Cost Code** and **Payroll Org Code** fields, which are empty.

Note 3 points to the **Funct Acct and Shred** field, which is set to **162108**.

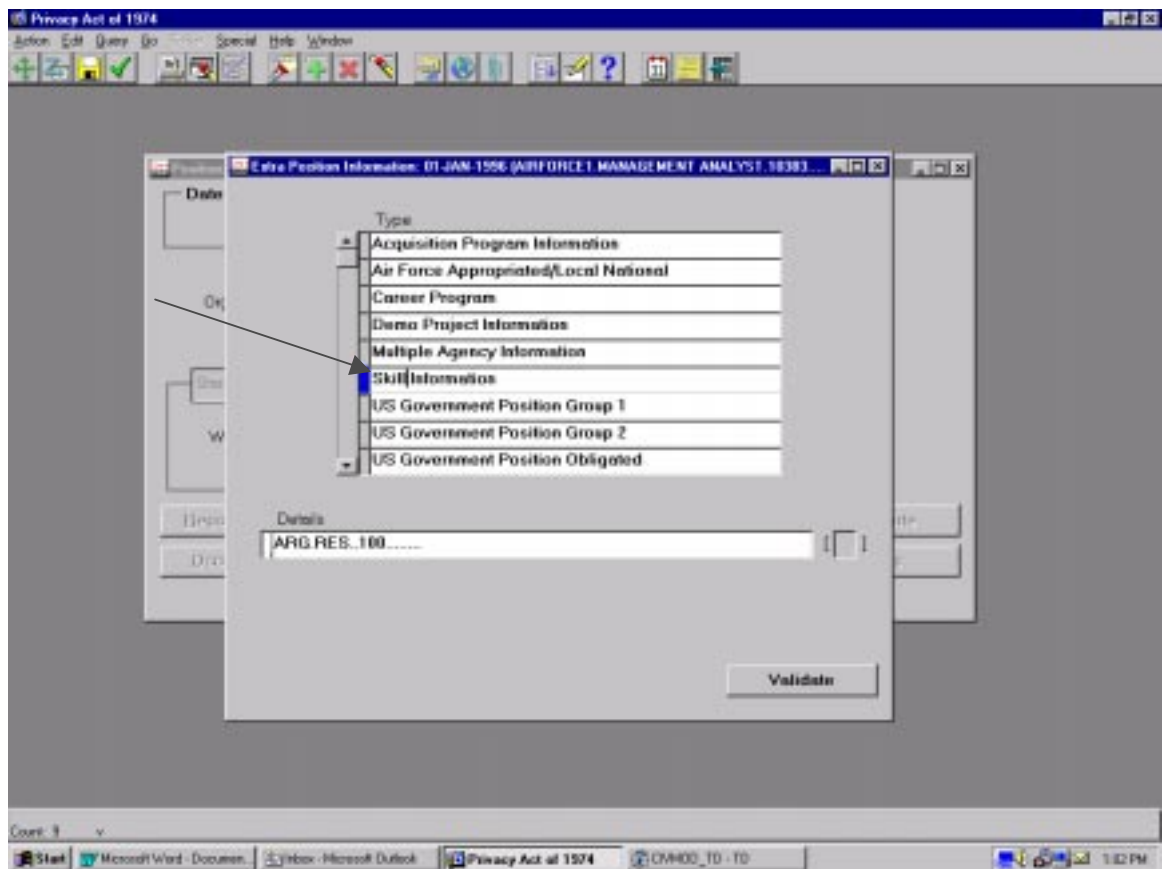
Field	Value	Description
Type	W	
Position Mgt Review Status	W	Position Certified at Optimum as of this Review
Status	1	Confirmed Position
Payroll Cost Code		
Payroll Org Code		
Funct Acct and Shred	162108	
Program Element	11113M	B-52 Act/Mus
Mobility Reason	3	Not Applicable
Responsibility Level	8	Non-Supervisory
Gun/Arms Access ID	N	POSITION DOES NOT REQUIRE VERIFICATION OF INCUMBENT
Position Nationality		

Note 1: Air Force default value for **"Position Management Review Status"** is **"W."**

Note 2: **"Payroll Cost Code"** and **"Payroll Org Code"** are not used in AF.

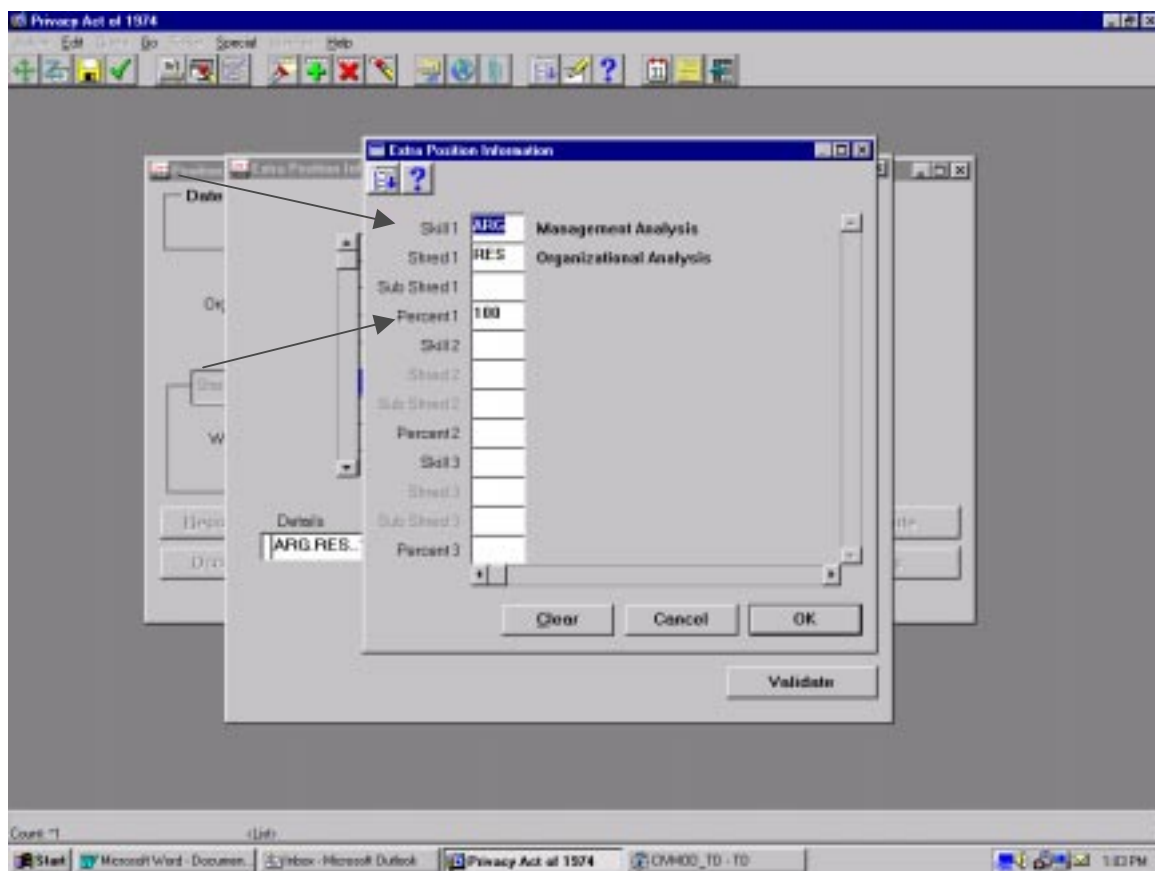
Note 3: **"Funct Acct and Shred"** and **"Program Element"** are mandatory entries.

FLEXFIELD: *EXTRA POSITION INFORMATION*



Select **"Skill Information."**

FLEXFIELD: *EXTRA POSITION INFORMATION*



"Skill 1" and **"Percent 1"** are **mandatory** entries for all AF positions.

Shreds and Sub Shreds are **optional**.

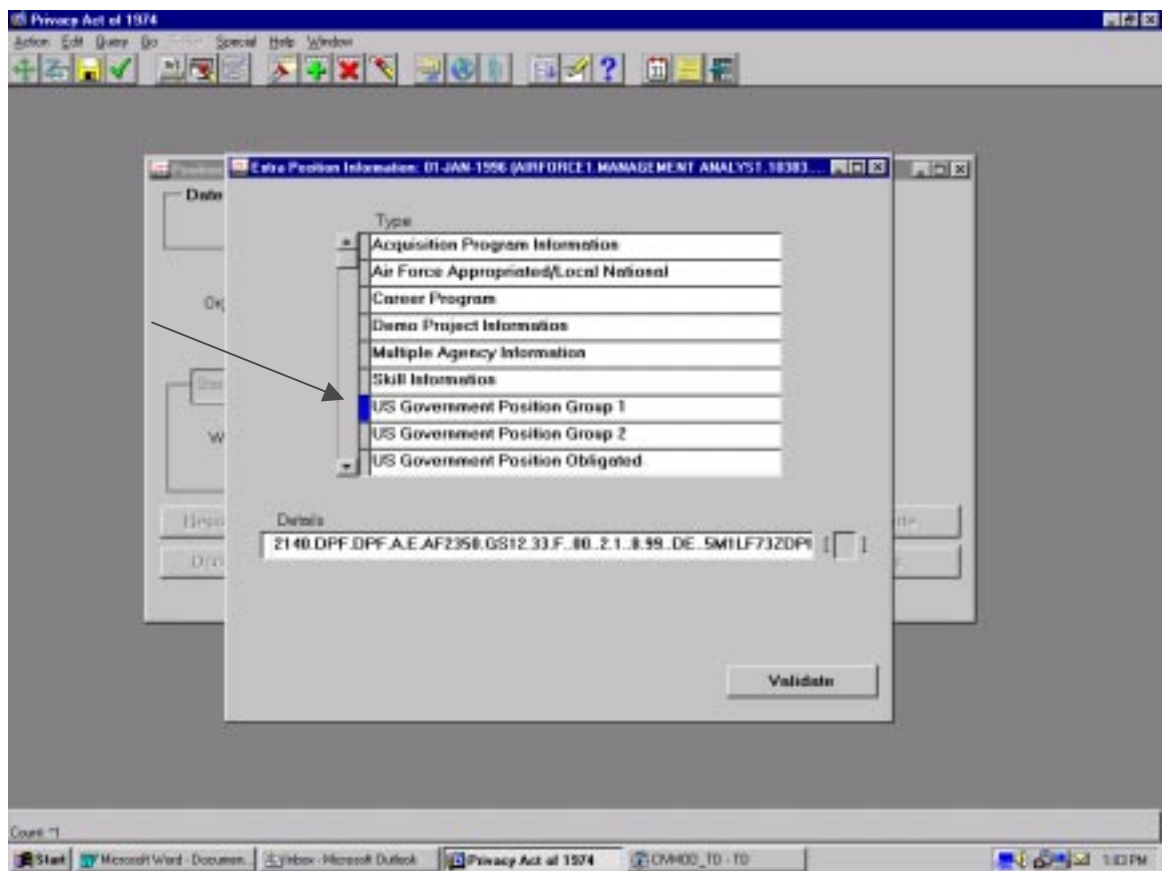
If the position is a Part Time position, one of the Skills must be coded "NCP" to indicate the percentage of Non Credible Parttime hours. For example, if the above position were part time, 32 hrs per week, Skill 2

would be coded "NCP" with a percentage of 20 (which would, in turn, cause the percentage of Skill 1 to be 80).

"Skill 2" and "Skill 3" and corresponding percentages must be input if there are second and/or third skills assigned to the position.

The total of all percentages used must always total 100%.

FLEXFIELD: *EXTRA POSITION INFORMATION*



Select **"US Government Position Group 1."**

FLEXFIELD: *EXTRA POSITION INFORMATION*

Personnel Office ID: 2140 Air Mobility Command (2140)

Office Symbol: DPF

Organization Structure ID: DPF

Occupation Category Code: A Administrative

FLSA Category: E Exempt

Bargaining Unit Status: AF2350 McChard AFGE/1501

Competitive Level: GS12

Competitive Area: 33

Work Schedule: F Full-Time

Part-Time Hours Biweekly:

Functional Class: 00 Not Applicable

Position Working Title:

Position Sensitivity: 2 Noncritical-Sensitive (NCS)

Security Access: 1 Secret Access Required: ENTNAC/NAC/NAC/BI Required

Buttons: Clear, Cancel, OK

“Position Working Title” is a mandatory entry for AF positions in grades **GS/GM-13 and above**.

For example: Chief, Civilian Systems Requirements Branch

FLEXFIELD: *EXTRA POSITION INFORMATION*

Extra Position Information

Competitive Area	33
Work Schedule	F Full-Time
Post-Time Hours Elseweekly	
Functional Class	00 Not Applicable
Position Working Title	
Position Sensitivity	2 Noncritical-Sensitive (NCS)
Security Access	1 Secret Access Required; ENTRAC/NAC/NAC/BI Required
PRP/SD	
Supervisory Status	0 Non-Supervisory
Type Employee Supervised	99 NOT APPLICABLE
Supervisory Org Eligibility	
Payroll Office ID	DE DOD Payroll Office, Denver, CO
Timekeeper	
Position's Organization	5M1LF732D/F

Clear Cancel OK

"Position's Organization" will automatically populate when the position is validated; **do not** enter a position's organization.

FLEXFIELD: *EXTRA POSITION INFORMATION*

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Position

Extra Position Information: 01-JAN-1996 (AIRFORCE1.MANAGEMENT ANALYST.10383....)

Type

- Acquisition Program Information
- Air Force Appropriated/Local National
- Career Program
- Demo Project Information
- Multiple Agency Information
- Skill Information
- US Government Position Group 1
- US Government Position Group 2**
- US Government Position Obligated

Details

APPR.1.PMY.01-JAN-1996....1.0.YY.N.16B100 11113M..1.0

Validate

Count: *1

Select **"US Government Position Group 2."**

FLEXFIELD: *EXTRA POSITION INFORMATION*

The screenshot shows a software window titled "Extra Position Information" with the following fields and values:

Field	Value
Position Type	APPS1
Position Occupied	Competitive Service
Organization Function Code	PMY
Date Position Classified	01-JAN-1996
Date Last Position Audit	
Classification Official	
Language Required	
Drug Test	
Person Not Req Drug Test	
Financial Statement	
Training Program ID	YY
Not Applicable	
Key Emergency Essential	N
Position Not Designated Emergency-Ess	
Appropriation Code 1	160100 11113M
Appropriation Code 2	
Intelligence Position Ind	
Non-Civilian Intelligence Personnel Man	
LED Position Indicator	
No Applicable Program	

Buttons at the bottom: Clear, Cancel, OK.

Note 1: Points to "Organization Function Code" and "Date Position Classified".

Note 2: Points to "Appropriation Code 1".

Note 1: **"Organization Function Code"** and **"Date Position Classified"** are mandatory entries for Air Force positions.

Note 2: **"Appropriation Code"** is automatically generated upon validation of the position; **do not** enter an appropriation code.

PROCESSING APPRAISALS FOR AIR FORCE EMPLOYEES

Questions relating to information contained in this section may be directed to Mr. Butch Hollis, AFPC/DPSIR at DSN 665-2250, Commercial (210) 565-2250, FAX ext. 3216, or Email at Butch.Hollis@afpc.randolph.af.mil.

PROCESSING APPRAISALS FOR AF EMPLOYEES

The Air Force uses an adjective annual rating (pass/fail) and a nine-element rating of various elements. These 9 appraisal factors are used in the merit promotion process and must be part of an Air Force employee's record.

To input an AF employee's appraisal, begin at the **People/Enter and Maintain/Special Information** screen. Select **"US Gov Perf Appraisal."**

Name	Information Exists
US Gov Cndtn of Emplmt	<input type="checkbox"/>
US Gov Conduct Perf	<input type="checkbox"/>
US Gov Language	<input type="checkbox"/>
US Gov Perf Appraisal	<input checked="" type="checkbox"/>

Details		
Start Date	End Date	Detail
17-MAR-2000		A.3.01-JAN-1999.A.3.31-MAR-1999.

Information about the employee's appraisals will be displayed.

Double click in the "Detail" area and a new screen will appear.

US Gov Perf Appraisal

Appraisal Type	A	Annual Appraisal
Rating of Record	3	Acceptable, Fully Successful
Date Effective	01-JAN-1999	
Rating of Record Pattern	A	Summary levels 1 and 3. Us
Rating of Record Level	3	Level 3-Fully Succ or equiv.
Date Appraisal Period Ends	31-MAR-1999	
Unit	MH1LFR5C	
Organization Structure ID	CEO	
Office Symbol	CEO	
Pay Plan	GS	General Schedule.
Grade	04	04
Date Due		
Appraisal System Identifier		
Date Initial Appraisal Due		
Optional Information	8888888888	

Clear Cancel OK

ALL COMPLETED FIELDS SHOWN ARE MANDATORY ENTRIES.

Note 1: The **"Rating of Record Pattern"** for most AF jobs is **"A."**

Note 2: For Annual Appraisals, the **"Date Appraisal Period Ends"** is always **31 March** of the current year. For Out of Cycle Appraisals, it's the Effective date of the Appraisal.

The **"Optional Information"** contains the **9 factors** used for AF merit promotion purposes. For GS/GM 15's, this field is left blank.

Save data and exit.

PROCESSING DETAILS OF AIR FORCE EMPLOYEES

Questions relating to information contained in this section may be directed to Ms. Kathy Hidalgo, AFPC/DPSIR at DSN 665-2250, Commercial (210) 565-2250, FAX ext. 3216, or Email at Kathy.Hidalgo@afpc.randolph.af.mil.

PROCESSING DETAILS OF AIR FORCE

EMPLOYEES

The Air Force requires that a Notification of Personnel Action, SF-50, be created to document detail actions over 30 days in duration.

To input an AF employee's detail, begin at the **People/Enter and Maintain/Special Information** screen. Select **"Detail Information."**

Name	Information Exists
Completed Training	<input checked="" type="checkbox"/>
Demo Project - CCAS	<input type="checkbox"/>
Demo Project - NV Warfare Labs	<input type="checkbox"/>
Detail Information	<input type="checkbox"/>

Start Date	End Date	Detail
08-FEB-2000		

The **"Start Date"** populates with the current date but it can be overridden by clicking in the Start Date field, deleting the autopopulated date, and substituting a different date.

To initially input, change, or view specific information about a detail, click **"Detail"** data field.

Detail Information		
Nature of Action	930	Detail NTE
Type Detail	B	Detail Within the Same CCPO
Unclassified Duties	N	No
Position Number	12206.12567	
Valid Grade	11	11
Pay Plan	GS	General Schedule.
Series	1001	General Arts And Information (
Appropriation Code	3230P0 92490A	3230
FLSA Category	E	Exempt
Bargaining Unit Status	AF2020	Charleston AFGE/1869 X Pr&DPD
Work Schedule	F	Full-Time
Position Title	PHOTOJOURNALIST	
Organization Structure ID	AOKJ	
Organization	4U1LFVYZAOKJ	
Location	450411019	CHARLESTON AFB / CHARLES
Total Days This Detail	120	
Demo Location Code		
Demo Broadband		
Demo Pay Plan		
<input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="OK"/>		

For AF, **"Position Number"** is a required entry. It must be a valid **position number and sequence**.

For AF, **all** data fields in the example must be input.

Input **"Demo"** fields, if applicable.

Note: “**Premium Pay Indicator**” is being added to the **Detail Information** Window. Normally this field will be blank. However, in those instances where a detail involves a premium pay indicator that is different from the employee’s non-detail assignment, input the premium pay indicator that applies to the detail (or choose it from an LOV). The difference in the detail/non-detail premium pay indicator will trigger the output of a payroll interface transaction.

If the “**Premium Pay Ind**” field does not appear at the bottom of the window where you input other detail information, you are working with a version of the system that does not yet have this modification. When this occurs, you will need to regenerate a payroll transaction for any change in **Premium Pay Indicator** caused by the detail.

Click **OK**. This returns you to the **Special Information** area with the **Detail** data field populated.

PROCESSING NOA 900 ACTIONS

Questions relating to information contained in this section may be directed to Mr. Butch Hollis, AFPC/DPSIR at DSN 665-2250, Commercial (210) 565-2250, FAX ext. 3216, or Email at Butch.Hollis@afpc.randolph.af.mil

PROCESSING 900 NOAs

NOA 900: Change in Position Title

This NOA is used for a change in position title only of an encumbered position. No authority code is needed.

NOA 901: Change in Position Sensitivity

This NOA is used for any change to the position sensitivity of an encumbered position. No authority code is needed.

NOA 912: Change in Position Number

This NOA is used for change in position number only when neither the duties nor the position location change (example: when Air Force changes their local Position Descriptions to Standard Core Personnel Documents). No authority code is needed.

NOA 920: Reprimands

To input a Reprimand, begin at the **People/Enter and Maintain/Special Information** screen. Select **"US Gov Conduct Performance."**

Special Information (Hidalgo, Hamster A)

Name	Information Exists
US Gov Cndtn of Emplmt	<input type="checkbox"/>
US Gov Conduct Perf	<input checked="" type="checkbox"/>
US Gov Language	<input type="checkbox"/>
US Gov Perf Appraisal	<input checked="" type="checkbox"/>

Details

Start Date	End Date	Detail	[]
18-AUG-2000			

Double click in the "Detail" area and a new screen will appear.

US Gov Conduct Perf

Adverse Action NOAC 0920 Reprimand - [0920]

Cause of Disciplinary Action EA Actual Or Attempted Theft

Date of Adverse Action

Days Suspended

Date Suspension Over 30 Days

Date Suspension Under 30 Days

PIP Action Taken

PIP Beginning Date

PIP Ending Date

PIP Extensions

PIP Length

Clear Cancel OK

Only the following two fields should be input with the appropriate codes.

- **"Adverse Action Field"** will always be **"0920"**.
- **"Cause of Disciplinary Action"** field will have to be determined from the List of Values.

Once these fields are entered, click "OK" and you will be returned to the first screen you encountered.

Name	Information Exists
US Gov Cndtn of Emplmt	<input type="checkbox"/>
US Gov Conduct Perf	<input checked="" type="checkbox"/>
US Gov Language	<input type="checkbox"/>
US Gov Perf Appraisal	<input checked="" type="checkbox"/>

Start Date	End Date	Detail
10-AUG-2000		0920.EA.....

Ensure you type in the correct "Start Date" of the Reprimand. Then SAVE. When you SAVE, the "End Date" will Autopopulate. (Air Force reprimands stay on file for 2 year period).

Name	Information Exists
US Gov Cndtn of Emplmt	<input type="checkbox"/>
US Gov Conduct Perf	<input checked="" type="checkbox"/>
US Gov Language	<input type="checkbox"/>
US Gov Perf Appraisal	<input checked="" type="checkbox"/>

Start Date	End Date	Detail
10-AUG-2000	09-AUG-2002	0920.EA.....

OTHER AIR FORCE-UNQIUE ACTIONS

Questions relating to information contained in this section may be directed to Mr. Butch Hollis, AFPC/DPSIR at DSN 665-2250, Commercial (210) 565-2250, FAX ext. 3216, or Email at Butch.Hollis@afpc.randolph.af.mil

OTHER AIR FORCE-UNIQUE ACTIONS

Like the other Department of Defense components, there are other actions unique to the Air Force that will be encountered by human resources offices servicing Air Force employees and positions. Descriptions of those actions will be added to this section as needed.

Acquisition Career Program Registrants: Technical Appraisal

Air Force employees who are registered in the AF Acquisition career management program are rendered technical appraisals in addition to their annual performance appraisal and the none-element appraisal rating.

Employees who are registered in the AF Acquisition career management program are coded "R" in "Special Information/AF Career Management Program/Registration Data."

If you service this type of AF employee, please contact AFPC/DPSIR at DSN 665-2250 before entering data in "Special Information/ACQ-AF Technical Appraisal."